

Event Budget Worksheet



GIRL SCOUTS HEART OF CENTRAL CALIFORNIA 3005 GOLD CANAL DRIVE RANCHO CORDOVA, CA 95670

In preparing for any Girl Scout event, you need to project a **break-even budget** that is **zero-based**. For this reason, the fee is NEVER set before expenses are determined.

Always remember to:

- Determine the total number of participants plus staff involved. Don't forget that there is a cost attached to the staff, which must be absorbed by the participants.
- Estimate all possible expenditures – allow at least a 10% cushion for rising costs. Allow at least 15-20% if the event is more than 1 year away.

Name of event: _____ Date of event: _____ Time: _____

Total number of participants: _____

Event Expenses

Item	Qty	Cost	Total
Site Rental			
Equipment Rental			
Mileage			
Badges			
T-shirts			
Patches			
Event supplies			
Signs			
Name tags			
Goodies girls may take home			
Insurance			
Staff reimbursement for reg. fees			
Daisy program activities			
Brownie program activities			
Junior program activities			
Cadette program activities			
Senior program activities			
Ambassador program activities			
Thank you's for staff & speakers			

Total _____

Item	Qty	Cost	Total
Program aide thank you's			
Drinks			
Snacks			
Other meals			
Lunch			
Meeting munchies			
Copies of agendas			
Copies - staff training materials			
Copies for girl program			
Postage for mailings			
Pens			
Paper goods			
Tape			
Scissors			
Markers			
Telephone			
Housekeeping Supplies			
First Aid Supplies			

Total _____

Event Income:

Total Expenses (both columns) _____ divided by total number of paying participants _____ = Event registration fee per person _____.

If you are planning on charging different amounts depending on age, involvement, etc. you can use this bottom portion to help you factor in the specific costs per group.

Projected #'s		x Reg. Fee	Totals
	# of Girl Scout Daisies		
	# of Girl Scout Brownies		
	# of Girl Scout Juniors		
	# of Girl Scout Cadettes		
	# of Girl Scout Seniors		
	# of Girl Scout Ambassadors		
	# of Non-Members		
	# of Adults		

_____ Total Projected Participants (paying)